

**DEPARTMENT HEADS AND DIVISION CHIEFS**  
**PLEASE POST ON YOUR BULLETIN BOARDS**

**EMPLOYMENT/PROMOTIONAL OPPORTUNITY**

**Vacancy No.:** 21-239-1

**Title of Position:** Building Coordinator Specialist  
Vacancy exists in the Building Department

**Salary Range:** \$55,400 - \$61,650 per year/35 hours per week

**Date Posted:** August 27, 2021

**Deadline for Applying:** OPEN UNTIL FILLED

**Remarks:** This is a Classified/Exempt Position  
Examination Weight: 100% Education & Experience

**Statement of Duties:** This position works under the general supervision of the Building Official or his or her designee and performs a variety of duties and responsibilities throughout the Building Department, to ensure consistent compliance with Federal, State and local Codes and Ordinances. Duties include:

- Reviews residential plans to ensure they comply with codes and ordinances.
- Working knowledge of the Rhode Island One & Two Family Dwelling Code, SBC-2.
- Assists permit clerks and helps customers at the building counter.
- Confers with constituents to address and resolve issues.
- Performs tasks of the Building and Property Maintenance Inspector(s) as required.
- Conducts field inspections.
- Assists in researching and resolving problems and complaints related to building, zoning and property maintenance compliance.
- Keeps, updates and maintains accurate records.
- Uses Microsoft Excel, Word, Power Point, Outlook, PDF Reader/Reviewer to carry out the duties of the job.
- Performs other related duties as assigned.

**Education & Experience:** Associates Degree from a college or technical institute with a specialization in architecture, building construction or design, or a similar pertinent field of study, and a minimum of five (5) years of experience in positions responsible for building construction, design or code enforcement; or a combination of substantially equivalent education and experience.

**SPECIAL NOTE:** Must possess a valid, state issued driver's license. Must possess an International Code Council (ICC) certification as a Residential Building Inspector, or must acquire such certification within eighteen (18) months of appointment. Applicants will also be subject to a background criminal check prior to employment. **Negative findings may prevent applicant from being considered.**

**The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.**

**THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER**

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>